

## Contact Information

Please review the contact information we have for your school and indicate whether the information is correct or needs to be updated for the 2022-23 school year.

### **PRINCIPAL INFORMATION – [SCHOOL NAME APPEARS HERE]**

- Principal Name: [current principal name appears here]
- Principal Email: [current principal email appears here]
  - Principal information is correct for 2022-23 school year
  - Principal information needs to be updated for the 2022-23 school year

### **SCHOOL POINT OF CONTACT INFORMATION – [SCHOOL NAME APPEARS HERE]**

If you know you will not be serving in this role at the beginning of the 2022-23 school year, please be sure to update the School Point of Contact information with the name of someone we can communicate with for this survey for the 2022-23 school year monthly collections

- Point of Contact (POC) Name: [current POC name appears here]
- Point of Contact (POC) Position: [current POC position appears here]
- Point of Contact (POC) Email: [current POC email appears here]
  - POC information is correct for 2022-23 school year
  - POC information needs to be updated for the 2022-23 school year

Please update PRINCIPAL information below:

{Display if "Principal information needs to be updated..." is selected}

- Principal First Name: \_\_\_\_\_
- Principal Last Name: \_\_\_\_\_
- Principal Email: \_\_\_\_\_
  - New Principal information unavailable at this time

Please update POINT OF CONTACT information below:

{Display if "POC information needs to be updated..." is selected}

- POC First Name: \_\_\_\_\_
- POC Last Name: \_\_\_\_\_
- POC School Position Title: \_\_\_\_\_
- POC Email: \_\_\_\_\_
  - New POC contact information unavailable at this time

## Address Information

### SCHOOL ADDRESS INFORMATION

Each month, in addition to an email invitation, we mail a letter to the school with the School Pulse Panel login information. This letter is sent via Federal Express or United States Postal Service

Please confirm your school's physical address below:

#### Physical Address

- Street: [current street appears here]
- City: [current city appears here]
- State: [current state appears here]
- ZIP Code: [current ZIP code appears here]
  - Information is correct for 2022-23 school year
  - Information needs to be updated for the 2022-23 school year

Please confirm your school's mailing address below:

#### Mailing Address

- Street: [current street appears here]
- City: [current city appears here]
- State: [current state appears here]
- ZIP Code: [current ZIP code appears here]
  - Information is correct for 2022-23 school year
  - Information needs to be updated for the 2022-23 school year

Please update SCHOOL ADDRESS information below.

#### Physical Address {display if "Information needs to be updated..." is selected}

- Street: \_\_\_\_\_
- City: \_\_\_\_\_
- State: \_\_\_\_\_
- ZIP Code: \_\_\_\_\_

#### Mailing Address {display if "Information needs to be updated..." is selected}

- Street: \_\_\_\_\_
- City: \_\_\_\_\_
- State: \_\_\_\_\_
- ZIP Code: \_\_\_\_\_

## Phone Number

### SCHOOL CONTACT PHONE NUMBER

Please confirm the best school phone number to reach the point of contact during the survey data collection.

- Phone Number: [current phone number appears here]
- Extension: [current extension appears here]
  - Phone number is correct for 2022-23 school year
  - Phone number needs to be updated for the 2022-23 school year

Please update phone number below: {display if “Phone number needs to be updated...” is selected}

- Phone number: \_\_\_\_\_
- Extension: \_\_\_\_\_
  - Updated phone number/extension unavailable at this time

## Debit Card Information

### DEBIT CARD/CHECK INFORMATION

Your school will receive a \$400 debit card/check for each completed monthly School Pulse Panel survey. Please confirm the point of contact and mailing address where your debit card/check should be sent

- Debit card/Check Point of Contact: [current name appears here]
- Debit card/Check Address:
  - [current street appears here] [current office appears here]
  - [current city appears here]
  - [current state appears here]
  - [current ZIP code appears here]
  - Information is correct for 2022-23 school year
  - Information needs to be updated for the 2022-23 school year

**NOTICE: Due to a recent change in the debit card vendor, funds on this debit card will expire by December 31, 2022. Please be sure to use these funds prior to December 31, 2022, regardless of the expiration date on the debit card. As always, we appreciate your participation in the study and apologize for any inconvenience.**

Please update DEBIT CARD/CHECK information below:

- Debit card/Check Point of Contact: \_\_\_\_\_
- Address 1: \_\_\_\_\_
- Address 2: \_\_\_\_\_
- City: \_\_\_\_\_
- State: \_\_\_\_\_
- ZIP Code: \_\_\_\_\_
  - Information unavailable at this time

## Conclusion

Is there any other information you would like to share with us regarding your school that would be necessary for us to update our records for the 2022-23 school year? *Include instances like a school name change or a merge with another school.*

*This item is optional.*

## Submit

Thank you for updating your information! Please confirm your updates and select “Submit” to complete the July collection. We look forward to your school’s participation in the School Pulse Panel survey during the 2022-23 school year.